

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-157 **Issue Date:** 11-07-12 **Closing Date:** 11-14-12

Administrative Assistant
WIC/LaTisha Dental
Department of Health & Human Services
Hourly Wage: DOQ/Full-Time/Regular
Location: Indian Health Services

Provides administrative and office services support for the WIC/LaTisha Programs, Performing bookkeeping for both programs. Serves as supply clerk maintaining inventories of office and patient care supplies and equipment, preparing and closing purchase orders, and communicating with vendors. Maintains and processes time and attendance reports, payroll actions, travel authorizations, mileage reimbursements, and maintains cuff accounts. Prepares budget modifications, journal entries, expenditures reports and financial reports required by funding agencies. Ensures that budget line item funds are available and accurate. Reconciles program financial records with Central Accounting. Works closely with Grants and Contracts, Central Accounting, I.H.S. Dental, and the tribal Health care billing specialist assisting with the input of 3rd party billing. Provides secretarial support to WIC/LaTisha Program Manager and LaTisha Dental Hygienist. All duties concerning clients and staff are to be in the strictest of confidence.

Knowledge, Skills and Abilities:

- Knowledge and skillful in YN Finance and bookkeeping policies and procedures, including JD Edwards accounting system and Microsoft Excel.
- Knowledge of the Health Information Portability and Accountability Act (HIPAA).
- Knowledge of and ability to put into practice healthy lifestyle habits and behaviors that prevent the development of diabetes, cardiovascular disease, and cancers.
- Ability to classify accounting transactions, maintain and reconcile accounts, close accounts and prepares reports and statements.
- Ability to work effectively and efficiently in order to meet deadlines in a timely manner.
- Ability to work cooperatively and in a professional manner with others, establishing cordial and effective work relationships with other staff, employees, clients, patients, departments, and organizations.
- Ability to remain on-task and maintain a positive attitude despite set-backs and frustration.
- Ability to understand and execute oral and written instruction and to apply varied guidelines to varied situation. Able and skill in expressing ideas clearly, concisely, orally and in writing.
- Ability and receptiveness to learning new skills and procedures.

General Recruiting Indicators:

- 4 years of progressively responsible bookkeeping and office services experience within a tribal health or social services department. Or,
- AA degree in business administration.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Driver's License.
- Must pass a criminal background check.
- Required to obtain and maintain a First Aid/CPR card.